IDAHO
DEPARTMENT OF LABOR

MAGNETIC MEDIA REPORTING INSTRUCTIONS
FOR UNEMPLOYMENT INSURANCE

Idaho will accept three types of Magnetic Media. Acceptable media is Diskette, Magnetic Tape, or Cartridge.

Diskette Reporters should be able to put approximately 15,000 employees on a 1.44 MB diskette. The diskette must be 3.5" high density. The file must be in ASCII format (no machine language from a program embedded in it).

Magnetic Tape Reporters should use 9 track 1/2" tape in ASCII or EBCDIC format. Density 1600 or 6250 BPI. Standard IBM OS header labels should be used if possible.

Cartridge Reporters need to use IBM 3480 cartridges.

The file name should be eight characters and the first character must be alpha. If you are reporting for multiple companies the file has to be sorted by the 10-digit Idaho State Unemployment Insurance Account Number. The following information needs to be on the magnetic media paper label:

> Name & Account No.
> File Name
> Quarter & Year
> Line 5 Gross Wages (from TAX020 form)
> Contact Person & Phone No.

Mail the magnetic media and the Unemployment Insurance Tax Report (TAX020), with the check to:

> Cashier
> Idaho Department of Labor
> 317 W. Main St.
> Boise, ID 83735-0610

If you have questions, please contact us at: (208) 332-3570 ext. 3150
                                                Email: bboyd@labor.state.id.us
                                                URL: http://www.labor.state.id.us

Record Layouts - Idaho will accept the following three record layouts on any of the above magnetic media. We prefer to receive the data on 3.5" diskette. Blocking will follow the record layout you select (100, 128, or 275 byte).

100 BYTE ALTERNATE WAGE RECORD SPECIFICATIONS

LOCATION	FIELD	LENGTH	REMARKS
1-20	EMPLOYER NAME	20	Left justify
21-29	SSN	9	9-digits no dashes
30	CONTROL NO.	1	Leave blank
31-40	STATE EMPLOYER NO.	10	10-digit number assigned by the Idaho Department of Labor for Unemployment Insurance.
41	QUARTER	1	1,2,3, or 4
42-45	YEAR	4	CCYY
46-50	BLANK	5	Leave blank
51-70	EMPLOYEE LAST NAME	20	Left justify
71-85	EMPLOYEE FIRST NAME	15	Left justify
86	EMPLOYEE MIDDLE INITIAL	1	
87-90	BLANK	4	
91-100	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Zero fill from left.

128 BYTE SUPPLEMENTAL STATE RECORD

CODE 1S

LOCATION	FIELD	LENGTH	REMARKS
1-2	RECORD IDENTIFIER	2	Constant "1S"
3-11	SSN	9	9-digits no dashes
12-20	BLANK	9	
21-40	EMPLOYEE LAST NAME	20	Left justify
41-55	EMPLOYEE FIRST NAME	15	Left Justify
56	EMPLOYEE MIDDLE INITIAL	1	
57-124	NOT USED	68	
125-126	STATE CODE	2	FIFS Postal numeric code e.g. "16" Idaho
127-128	NOT USED	2	

CODE 2S

LOCATION	FIELD	LENGTH	REMARKS
1-2	RECORD IDENTIFIER	2	Constant "2S"
3-4	BLANK	2	
5-14	STATE EMPLOYER NO.	10	10-digit number assigned by Idaho Department of Labor for Unemployment Insurance.
15-20	REPORTING PERIOD	6	Last month and 4-digit year (mmccyy) for the calendar quarter for which this report applies.
21-30	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Zero fill from left.
31-80	EMPLOYER NAME	50	Left justify.
81-128	BLANK	48	

275 BYTE SUPPLEMENTAL STATE RECORD

CODE S

LOCATION	FIELD	LENGTH	REMARKS
1	RECORD IDENTIFIER	1	Constant "S"
2-10	SSN	9	9-digits no dashes
11-30	EMPLOYEE LAST NAME	20	Left justify
31-45	EMPLOYEE FIRST NAME	15	Left justify
46	EMPLOYEE MIDDLE INITIAL	1	
47-123	NOT USED	77	
124-125	STATE CODE	2	FIFS Postal numeric code e.g. "16" Idaho
126-127	NOT USED	2	
128-133	REPORTING PERIOD	6	Last month and 4-digit year (mmccyy) for the calendar quarter for which this report applies.
134-140	NOT USED	7	
141-150	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Left zero fill.
151-164	NOT USED	14	
165-214	EMPLOYER NAME	50	Left justify.
215-230	NOT USED	16	
231-240	STATE EMPLOYER NO.	10	10-digit number assigned by Idaho Department of Labor for Unemployment Insurance.
241-275	NOT USED	35	

One Code "S" for each employee.